

Report Date: 12 May 2015

Summary Report for Individual Task
805K-79R-8002
Manage Commander's Finance
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Knox, KY 40121 foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: You are the resource management specialist (RMS) and you receive a new budget for the fiscal year and a monthly status of funds from the brigade. You have access to all applicable references. This task should not be trained in MOPP 4.

Standard: Monitor fiscal year (FY) budget at 100% (plus or minus 1%) in accordance with Title 31, Anti-Deficiency Act.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Conduct an analysis of budget received.
 - a. Compare previous and current year needs and obligations.
 - b. Compile projections of financial needs from each subordinate organization.
 - c. Compare mission requirements of last FY to current FY.
 - d. Prepare fiscal year budget spend plan based upon analysis.
2. Submit proposed spend plan budget.
 - a. Submit plan to leadership for review and approval.
 - b. Document proposed changes.
 - c. Attach supporting documentation and forward to budget officer.
3. Monitor budget plans.
 - a. Review status of funds.
 - (1) Validate status of funds against spend plan.
 - (2) Reconcile discrepancies with brigade.
 - b. Adjust spending to improve execution rate.
 - c. Submit unfunded requirements (UFR) as directed.
 - d. Adhere to year-end close out procedures.
4. Track and Process Taskers.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Conducted an analysis of budget received.			
a. Compared previous and current year needs and obligations.			
b. Compiled projections of financial needs from each subordinate organization.			
c. Compared mission requirements of last FY to current FY.			
d. Prepared fiscal year budget spend plan based upon analysis.			
2. Submitted proposed spend plan budget.			
a. Submitted plan to leadership for review and approval.			
b. Documented proposed changes.			
c. Attached supporting documentation and forward to budget officer.			
3. Monitored budget plans.			
a. Reviewed status of funds.			
(1) Validated status of funds against spend plan.			
(2) Reconciled discrepancies with brigade.			
b. Adjusted spending to improve execution rate.			
c. Submitted unfunded requirements (UFR) as directed.			
d. Adhered to year-end close out procedures.			
4. Tracked and Processed Taskers.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DFAS-IN MANUAL 37-100-FY	The Army Management Structure	Yes	Yes
	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No
	DODFMR 7000.14-R	Department of Defense Financial Management Regulations (FMRS) (Volumes 1-15).	Yes	No
	FAR	Federal Acquisition Regulation	Yes	No
	JFTR VOL 1	Joint Federal Travel Regulations (JFTR) Volume 1 Chapters 1-10 Uniformed Service Members	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None